



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Natural Resources, Department of. Reclamation Division.

Agency: Reclamation Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	91-79	<b>PERMITS</b> These include pre-interim, interim, and/or permanent program permits. File may also include bond documents, maps, hydrology, land use, inspection reports, etc. Permits become inactive when revoked or denied, or 30 days after the final bond release plus resolution of any litigation, when the Permit term has expired or is terminated by the Operator. Disclosure of these records may be affected by IC 14-34-3-4. Retention based on IC 34-13-1-1.	TRANSFER to the RECORDS CENTER three (3) years after the final termination date and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional seven (7) years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years after the final termination date and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
2	2002-02	<b>CERTIFICATE OF LIABILITY INSURANCE</b> This one (1) page Department of Natural Resources, Reclamation Division form is from the applicant (coal operator) validating a public liability insurance policy in force for the surface coal mining and reclamation operation for which the permit is sought. This certificate is filed annually. The certificate of liability insurance lists the insurance agent and address, mining company and address, permits covered and insurance coverage. To/from Division correspondence may be attached.	DESTROY when outdated or replaced.
3	2013-02	<b>CONFIDENTIAL EXPLORATION NOTICE</b> This is a request to explore a defined area for potential coal extraction and contains confidential core drilling and property ownership information. The notice is only valid for a 1 year period after approval. Disclosure of these records may be affected by IC 14-34-9-4 and 312 IAC 25-4-10. Retention based on 312 IAC 25-4-10.	DESTROY after three (3) years.
4	82-572	<b>RESEARCH AND BIBLIOGRAPHIES</b> Includes ecology, reclamation, drastically disturbed area (U.S. Department of Agriculture), bibliographies, various publications and literature pertaining to seed testing, vegetation, nurseries, reclamation research, etc.	TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles one (1) year after being replaced by new information.
5	82-589	<b>GRANT FILES</b> Files pertain to reclamation programs such as Abandoned Mine Land Program, 30 USC 1231-1243 and Control of the Environmental Impacts of Surface Coal Mining, 30 USC 1262. Disclosure of these records may be affected by 30 USC 1262. Retention based on IC 34-13-1-1.	TRANSFER to the RECORDS CENTER three (3) years after submission of the last expenditure report and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges and federal notification of closeout. TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional seven (7) years in the RECORDS CENTER. TOTAL RETENTION prior to Indiana Archives transfer: Ten (10) years after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges and federal notification of closeout.

6	82-590	<p><b>REFERENCE FILE - RECLAMATION DIVISION GRANT PROGRAMS</b></p> <p>File generally contains memos, applications for reclamations seminars, final grant reports, consultant reports, and statements of the results of test borings and core samples (not specific to coal chemistry and/or a specific permit). Other records may be from the U.S. Office of Surface Mining, training records, Rural Abandoned Mineland Program/U.S. Soil Conservation Service, Division of Reclamation site investigations, National Abandoned Mineland Inventory/ U.S. Office of Surface Mining, general bond forfeiture, general construction instructions, general grant construction, and miscellaneous reclamation reports. Retention based on IC 34-13-1-1 and IC 34-13-1-2, (1998 Edition) NOTE: EFFECTIVE JULY 1, 1995 SUPPORTING DOCUMENTS FOR COMPLETED EXPENDITURES ON OR BEFORE JUNE 30, 1987 HAVE A RETENTION PERIOD OF FIFTEEN (15) YEARS AFTER THE END OF THE FISCAL YEAR.</p>	TRANSFER to the COMMISSION ON RECORDS, Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles ten (10) years after the end of the state fiscal year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
7	91-80	<p><b>PRE-BLAST SURVEY</b></p> <p>Pre-blast surveys are required or requested for areas within one (1) mile of the blast site. This is an inventory of existing structural conditions. Landowners in the area are listed and the blasting consultant company will use extensive non-state forms in the survey. Date(s) the survey was received by the landowners and the Department of Natural Resources are recorded in the surveys. Landowners in the area receive the original copy, the blasting consultant company retains the second copy and the Department of Natural Resources, Reclamation Division Field Office, retains the third copy. File could contain black and white sketches, color photos of varying quality, or in some instances, a videotape. Surveys are arranged alphabetically by the landowners' last name.</p>	TRANSFER to the INDIANA ARCHIVES for permanent archival retention when the bond on the permit is released and the Permit term has expired or is terminated by the Operator.
8	91-81	<p><b>STATEMENT OF EMPLOYMENT AND FINANCIAL INTERESTS</b></p> <p>This is a "conflict of interest" form from the Office of Surface Mining, Reclamation and Enforcement, U.S. Department of the Interior. Original records are maintained in the Reclamation Division-s Indianapolis office.</p>	TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles five (5) years after the year of submission to the Office of Surface Mining.